

# CECA Southern Construction Management Development Programme 2019

## Introduction

This programme is designed for middle to senior operational and functional managers working in civil engineering or building. The six workshops aim to provide managers with the tools and techniques to effectively manage their job role and to contribute to personal and business improvement.

ICE, CIOB and Edexcel vocational qualification awards at NVQ Levels 6 and 7 accredit the programme. Each training session provides time to assist managers' build their portfolio of evidence. This is complemented by two site visits from a qualified and experienced assessor.

## Course Programme

| Training Session | Date  | Topics A.M.  | Topics P.M.   |
|------------------|---|--|---|
| <b>Day 1</b>     | 4 <sup>th</sup> April 2019<br><b>Induction to the programme</b>                   | <ul style="list-style-type: none"> <li>• Programme introduction</li> <li>• Enrolment</li> <li>• QCF NVQ induction</li> </ul>                                 | <ul style="list-style-type: none"> <li>• Learning for managers</li> <li>• The role of a manager</li> </ul>                            |
| <b>Day 2</b>     | 16 <sup>th</sup> May 2019<br><b>Leadership and personal effectiveness</b>         | <ul style="list-style-type: none"> <li>• Introduction to leadership</li> <li>• Leadership style</li> <li>• Effective leaders</li> </ul>                      | <ul style="list-style-type: none"> <li>• Personal effectiveness</li> <li>• Time management</li> <li>• NVQ portfolio review</li> </ul> |
| <b>Day 3</b>     | 27 <sup>th</sup> June 2019<br><b>Building better teams</b>                        | <ul style="list-style-type: none"> <li>• The importance of teamwork</li> <li>• Teams in construction</li> <li>• Supply chain management</li> </ul>           | <ul style="list-style-type: none"> <li>• Developing teams and individuals</li> <li>• NVQ portfolio review</li> </ul>                  |
| <b>Day 4</b>     | 11 <sup>th</sup> September 2019<br><b>Effective business communication skills</b> | <ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Verbal skills</li> <li>• Written skills</li> </ul>                               | <ul style="list-style-type: none"> <li>• Presentation skills</li> <li>• Meeting skills</li> <li>• NVQ portfolio review</li> </ul>     |
| <b>Day 5</b>     | 7 <sup>th</sup> November 2019<br><b>Planning and controlling resources</b>        | <ul style="list-style-type: none"> <li>• Planning and control</li> <li>• Programming techniques</li> </ul>   | <ul style="list-style-type: none"> <li>• Project control systems and processes</li> <li>• NVQ portfolio review</li> </ul>             |
| <b>Day 6</b>     | 12 <sup>th</sup> December 2019<br><b>BIM and Managing change</b>                  | <ul style="list-style-type: none"> <li>• Introduction to BIM and the digital evolution in construction</li> <li>• Managing and coping with change</li> </ul> | <ul style="list-style-type: none"> <li>• Action planning</li> <li>• NVQ portfolio review and handover</li> </ul>                      |